

State of Hawaii
Department of Public Safety
Corrections Program Services
Education Program Services

Addendum C

April 12, 2013

To

Request for Proposals

RFP No. : PSD 13-CPSE-28

Intensive Re-Entry & Transition Program
For Male and Female Offenders On
Oahu

Date Issued: **February 13, 2013**

ADDENDUM NO. C

To

**REQUEST FOR PROPOSALS
RFP No. : PSD 13-CPSE-28**

Intensive Re-Entry & Transition Program
for
Male and Female Offenders
On Oahu

The Department of Public Safety, Corrections Program Services Division, Educational Program Services is issuing this addendum to RFP Number PSD 13-CPSE-28, Intensive Re-Entry & Transition Program for Male and Female Offenders On Oahu for the purposes of:

- ☐ Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☒ is amended to **April 22, 2013.**
- ☐ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☐ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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RFP No.: PSD 13-CPSE-28, Intensive Re-Entry & Transition Program for Male and Female Offenders On Oahu is amended as follows:

<i>Subsection</i>	<i>Page</i>	
Section 1, Administrative Overview		
No Changes		
Section 2, Service Specifications		
I.C	2-1	Description of the target population to be served: Adult male and female offenders who exhibit high-risk barriers to employment, and successful re-entry into the community. This includes but is not limited to adult offenders with disabilities, mental health concerns, special needs, single parents, quality of life needs (such as child care, housing and access to public assistance) [and—education] and or technical <u>skill</u> training [needs] in order to gain employment and self sufficiency.
II.4 through 6	2-2	<p>4. Service provider must have a minimum of [two] <u>five</u> years of successful experience in working with female offenders who have significant barriers to transition and employment.</p> <p>5. The Provider shall be required to accept <u>male and</u> female offenders preparing for release at the <u>Oahu Community Correctional Center and the</u> Women's Community Correctional Center unless the Provider presents to the Department's Corrections Program Services Education Program Manager (CPSE) justifiable reason why the offender should not be accepted into the program. The Provider shall provide only those services identified <u>in the inmate's service plan and approved</u> by the CPSE as required for the offender. The CPSE shall have the final decision as to whether an offender shall continue to receive services or be terminated from receiving services.</p> <p>6. Agencies that do not meet the [two]</p>

five-year experience requirement, may qualify for an exception. The request for an exception shall include at a minimum, a discussion of the following:

III.A

2-4

All services are directed to high risk male and female offenders ~~[who]~~ that may have a diagnosed mental illness, ~~[failed to complete]~~ that have demonstrated difficulties in completing required programs (i. e., substance abuse and education) or have other barriers ~~[to]~~ for successful re-entry. A complete assessment of qualified offenders shall be conducted to determine their high risks needs, including, but not limited to, skill training, employment; housing, medical, support services and child care needs of the offender. The Provider shall also use a variety of assessment tools to determine employment needs, including the offenders personal data, academic and career technical training history, a standardized vocational assessment indicating values, interests, experience, level of academic skills and preferred or required work conditions. The Provider shall prepare a need assessment based on the information obtained from the intake and standardized assessments as well as the offender's criminal history and level of risk factors as determined on the Level of Service Inventory – Revised (LSI-R). The Provider shall hold regular meetings with the client's case manager to gain a complete assessment of the client's needs. In cases where an LSI-R is not available, a meeting shall be held with the case manager to determine level of risk either through administration of the LSI-R or through information recorded in the case files.

III.A

2-5

Institutional on-site services shall be gender sensitive and use a combination of interactive classroom training, individual and group

sessions to develop and achieve re-entry goals and objectives. Sessions shall be client centered, focused on depth of knowledge and understanding of situations presented in current life situations outside of prison, ~~[critical thinking and]~~ active problem solving and communication skills that provide clients with actual experience and practice in handling situations in the home, at the workplace and in the community.

III.A

2-6

The Provider shall assist in preparing for and securing a valid, Hawaii State driver's license or the State I. D. card. The provider shall provide assistance ~~[in acquiring vehicle operator license on an as needed basis if necessary for selected employment]~~ in the acquisition of an appropriate vehicle operator's license necessary for selected employment.

The Provider shall provide ~~[consistent]~~ a continuum of required employment support ~~[for as long as the offenders participate in the Department's furlough program, remains in the community under the jurisdiction of the Hawaii Paroling Authority, or meets the eligibility requirements for these services]~~ to offenders eligible for institutional on-site and/or community-based off-site services for the duration of time approved by the Department. Every effort by the Provider shall be made to assist offenders with obtaining and sustaining suitable gainful employment upon their release and shall not exceed a period of one year from the time of the offenders release on furlough, or parole, whichever comes first. The Provider shall include mediation at the job site when needed, counseling and further employment placement services if the offender is displaced from work within the one year eligibility period of their release.

III.B.4

2-9

- Name of client
- Client Status (in-facility, furlough, parole, released)
- Intake date
- Assessment date

- [Recommended services \(menu of services\)](#)
- [Placement status \(Training, employment, social services, etc.\)](#)
- [Beginning/Ending Date of Services](#)
- [Name of servicing agency \(employer, program, training institution, etc.\)](#)
- [Initial Placement/New Placement](#)
- [Re-evaluation Date](#)
- [Referral to Social Services \(Housing, child care, sheltered workshop, etc.\)](#)
- [Return to prison \(furlough violation, parole violation, new charges, etc.\)](#)
- Services provided within the reporting month
- ~~Placement status~~
- ~~Dates of services~~
- ~~Client status (furlough, parole, released)~~
- Comments

~~[The Provider shall report on the following Performance Outcomes:]~~

- ~~1. Number and overall percentage of clients employed within 3 months of their release on furlough or parole, whichever is first.~~
- ~~2. Number and overall percentage of job retention in the same job over a period of 6 months or less.~~
- ~~3. Number and overall percentage of job retention in the same job 7 months to one year or longer.~~
- ~~4. Number and overall percentage of clients that loss first employment, was re-evaluated and placed in alternate employment within a period of one year.~~
- ~~5. Number and overall percentage of clients in need of assistance with securing housing that were placed in appropriate housing or sheltered program.~~
- ~~6. Number and overall percentage of clients received assistance with child care.]~~

III.B.5

2-9

The applicant must demonstrate experience in training support staff to respond to the gender sensitive needs of

offenders with significant barriers who are re-entering the community.

Section 3, Proposal Application Instructions

- | | | |
|--------|-----|--|
| II.B.1 | 3-2 | List of experience as an agency providing [substance abuse services] <u>transitional services</u> ; |
| IV | 3-4 | <p>5. Description of how the range of services, including elements and methods[—of treatment], will be provided for all the required services;</p> <p>6. Description of how agency will provide basic [and treatment—]services to a fluctuating population with changing needs;</p> <p>7. Flexibility of [treatment programs]<u>services</u>;</p> |

Section 4, Proposal Evaluation

Is replaced in its entirety with the following:

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

A. Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

120 Points

Program Overview	0 points
Experience and Capability	40 points
Project Organization and Staffing	20 points
Service Delivery	50 points
Financial	10 Points

TOTAL POSSIBLE POINTS

120 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certificate of Liability Insurance

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application

C. (120 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability (40 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills 10 pts

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience 5 pts

- Three (3) years of experience of providing services to the criminal justice offenders.

Superior service: **+5 points maximum**
(Superior service to be defined as vendor providing exceptional services per the contract or services beyond the minimum service requirements of the contract.)

Service not yet established **+0 points**
(For providers not yet established working with the correctional population)

Substandard service **-5 points maximum**
(Substandard service defined as notices issued to the provider for corrective action which have not been adequately addressed.)

C. Quality Assurance and Evaluation 5pts

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

D. Coordination of Services 10pts

- Demonstrated capability to coordinate services with other agencies and resources in the community.

E. Facilities 10pts

- Adequacy of facilities relative to the proposed services.

2. Project Organization and Staffing (20 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

5pts

5 pts

B. Project Organization

10 pts

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

5 pts

5 pts

3. Service Delivery (50 Points)

The evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities and the realism of the timelines and schedules, as applicable.

- Assessment Services and Client portfolio
- Education and Training
- Job Development/Human services needs
- Job Placement
- Follow-up services

10 pts

15pts

10 pts

10 pts

5 pts

4. Financial (10 Points)

- Adequacy of accounting system
- Competitiveness and reasonableness of unit of service, as applicable

- Financial stability of the applicant.

D. C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.